

# City of Seattle Office for Education

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**FAMILIES AND EDUCATION LEVY**

**ELEMENTARY SCHOOL  
REQUESTS FOR INVESTMENTS  
(RFI)**

# Request for Investment (RFI) Information Session Agenda

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- Information Session Process
- RFI Overview Presentation
- Questions

# What's New in Elementary RFIs? (1 of 2)

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- Added new contact information for SPS staff members available to support schools during RFI development process
- Updated list of Step Ahead providers
- Revised OFE-prepared School Data Report
- Revised Questions in the Data Analysis, ELL, PreK-3, Work Plan Summary, and Management and Oversight Plan
- Revised Budget Template
- Added Conditional Award Status

# 2011 Families and Education Levy Goals

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- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.

# General RFI Notes

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- This is a competitive process with no guarantee of funding
- Submitting an RFI is required to receive Levy funding
- Four slots available in 2014-15SY and four conditional slots available for 2015-16SY
- Funding amounts will vary, depending on school need and quality of plan (Tier I and Tier II)
- 25% of funds will be contingent on achieving results
- Partner agencies must be approved through the Levy's Request for Qualification (RFQ) process to receive  $\geq \$5,000$  in cumulative Levy funding from school(s)

# Key Terms

Pages 3-7 of RFI

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- Outcomes and Indicators
- Focus Students
- Areas of Concentration
  - Math/Science
  - Reading/Writing
  - Attendance
  - English Language Acquisition
- Key Components

# Key Terms: Elementary School Outcomes

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**REQUIRED:** *All Innovation Elementary Schools must include at least two outcomes from the list below:*

1. Kindergarten students meeting age-level expectations in each domain of WaKIDS (GOLD)
2. 1<sup>st</sup> -2<sup>nd</sup> grade students making annual typical growth on math and/or reading MAP
3. Schools improving the percentage of students meeting standard in 3rd grade math and/or reading
4. 4<sup>th</sup> – 5<sup>th</sup> grade students advancing from **Level 1 and/or Level 2 to Level 3 or higher** on one or more grade-level state tests in math and/or reading
5. Schools improving on state tests in science (5<sup>th</sup> grade) and/or writing (4<sup>th</sup> grade) from year to year

# Key Terms: Elementary School Indicators

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1. 3rd – 5th grade students advancing from Level 1 to Level 2 or higher on one or more grade-level state tests (math and/or reading)
2. 3rd – 5th grade students meeting or exceeding typical growth goals in reading and/or math MAP
3. Students absent fewer than 5 days per semester, excused or unexcused
4. English Language Learners making gains on state English proficiency test



# Assessment Requirements

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- All Levy-funded schools **MUST** administer
  - WaKIDS during **fall and spring** beginning in school year 2013-14
  - MAP during the **fall and spring** beginning in school year 2013-14
- All Levy-funded elementary school will be required to participate in the Classroom Assessment Scoring System (CLASS) Study
  - Exhibit C on page 37 of RFI

# Key Terms: Focus Students

Page 3-4 of RFI

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## Identified by the following risk factors:

- Failure to meet age level expectations as measured by the WaKIDS Teaching Strategies Gold Assessment
- Failure to meet grade-level standard on state assessments
- Failure to make typical growth on Measures of Academic Progress (MAP)
- Failure to make gains on the state English language proficiency test
- Scoring at a Level 1 or 2 on annual Washington English Language Proficiency Assessment or Placement Exam
- Poor attendance, defined by missing five or more days per semester, excused or unexcused
- School entry after the beginning of the year

# Key Terms: Key Components

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- PreK –3 Alignment and Collaboration
- Extended In-School Learning Time
- Expanded Learning Opportunities
- Social, Emotional, Behavioral, and Family Support

# Key Events

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- October 24 | *RFQ-Approved Providers and Principals Networking Meeting*
- October 29 | District School Data and Reporting Technical Assistance Session
- November 14 | *Last Day to Ask Questions of OFE*
- **November 21, 4:30 pm | RFI Submissions due to OFE**
- January 8 – 10 | *School Interviews*
- January 29 | *RFI Notification*

See RFI for a complete list of events.

# SPS Contacts

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- **SPS contact information for assistance with:**
  - Data
  - Early Learning
  - English Language Acquisition
  - Family Support Worker Program
  - Family/Parent Involvement
  - Human Resources/Labor Relations
  - Literacy/Language Arts
  - Mathematics
  - Multi-Tiered Systems of Support (MTSS)
  - Special Education

# Submission Attachments

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1. Attachment 1: Cover Sheet
2. Attachment 2: School Narrative –*Optional*
3. Attachment 3: Data Analysis Summary
  - Part I: Kindergarten Readiness Assessment Data
  - Part II: English Language Acquisition\*
  - Part III: Data Analysis
4. Attachment 4: Data Sample
5. Attachment 5: PreK-3 Alignment and Collaboration Efforts
6. Attachment 6: English Language Learner Program\*
7. Attachment 7: Social, Emotional, Behavioral and Family Support Plan
8. Attachment 8: Work Plan Summaries
9. Attachment 9: Management and Oversight Plan
10. Attachment 10: Annotated Budget

# Attachment 2: School Narrative

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- Optional
- Provides an opportunity for schools to set the context for how Levy investments would further support their strategies and efforts to improve student achievement
- Helps reviewers understand the school's successes and challenges.
- Reviewed by evaluators, but not scored

# Attachment 3: Data Analysis Summary

Pages 13-14 of RFI

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## **Part I: Kindergarten Readiness Assessment Data**

- Teaching Strategies Gold Data
- Cashel Toner available to help

## **Part II. English Language Acquisition** *(Applicable schools only)*

- WELPA Data
- Nancy Burke, Ellen Barrett, and other ELL Coaches available to help

## **Part III: Data Analysis**

- Must demonstrate an understanding of your school's needs in the different Areas of Concentration:
  1. Math/Science
  2. Reading/Writing
  3. Attendance
  4. ELL *(Applicable schools only)*



# Data Resources and Technical Support

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Complete this section using the following:

- School Data Report for 2012-13 SY(OFE provides – MAP, MSP, attendance, and WELPA data)
- Additional school-level data – Examples: school's formative assessments, student wellness data, discipline data, etc.

## SPS School Data and Reporting Technical Assistance Session

- When: October 29, 2013 from 4:00 – 6:00pm
- Where: Room 2750 JSCEE
- What: Accessing student data reports and creating pivot tables

If you need help prior to the TA session, contact Andy Olsen ([jolsen@seattleschools.org](mailto:jolsen@seattleschools.org) or 206-252-0313)

# Attachment 4: Data Sample

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- Required
- Provide at least ONE data sample that demonstrates how the school uses data to:
  - Identify student needs,
  - Assess student mastery, and/or
  - Measure progress towards goals
- See RFI for a list of example data to submit
- Do NOT include:
  - Identifiable student information (names, IDs, DOBs)
  - Program flyers
  - Studies/evaluations
  - Links to other data/studies/reports

# Attachment 5: PreK-3 Alignment and Collaboration Efforts

Page 16 and Exhibit D on Page 38 of RFI

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## Two major areas to cover:

- Collaboration between early learning providers, including Step Ahead, and kindergarten teachers
- Alignment of preK -3 system at the school

Response may describe current programming and/or programming improvements you will implement if awarded funds.

Please contact Cashel Toner, Program Manager for Early Learning, ([cctoner@seattleschools.org](mailto:cctoner@seattleschools.org), 206-252-0093) for technical assistance.

# Attachment 6: English Language Learner Program

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## **Two major areas to cover:**

- Describe capacity of school to serve ELLs
- Describe supports for ELLs in your school

Response may describe current programming and/or programming improvements you will implement if awarded funds.

Please contact your coach, SPS ELL coach Nancy Burke ([nburke@seattleschools.org](mailto:nburke@seattleschools.org), 206-252-0077), or West Seattle ELL coach Ellen Barrett ([epbarrett@seattleschools.org](mailto:epbarrett@seattleschools.org), 206-252-0233) for technical assistance.

# Attachment 7: Social, Emotional, Behavioral and Family Support Plan

## Pages 18 – 19 of RFI

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- Element #1: Case Management Support
- Element #2: School and Family Connections
- Strategy #3: Transition Support
- Element #4: Mental and Physical Health Referrals and Services

# Attachment 8: Work Plan Summaries

Pages 19-25 of RFI

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Using your Data Analysis Summary, Kindergarten Readiness Assessment and English Language Acquisition data, complete your applicable Work Plan Summaries with the following in mind:

1. Outcomes & Indicators
2. Focus Students
3. Areas of Concentration
4. Key Components
  - ✦ PreK –3 Alignment and Collaboration
  - ✦ Extended in-school learning time
  - ✦ Expanded learning opportunities
  - ✦ Social/emotional/behavioral and family support

# Attachment 8: Work Plan Summaries

Pages 19-25 of RFI

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- Must complete four Areas of Concentration (except for Orca and Pinehurst K-8)
- Must include at least one outcome and/or indicator under each Area of Concentration
  - School must have at least two outcomes in total in their Work Plan Summary Section
  - Recommend that schools have multiple performance measures for each Area of Concentration
- Must incorporate all four key strategies in Work Plan Summary Section
- Work Plan Summary Sections cannot exceed 10 pages including tables

# Exhibit F: Work Plan Summary Example

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|  |  | Previous Results – 2012-13 SY         |   |  |  | Projected Results – 2014-15 SY                 |  |
|--|--|---------------------------------------|---|--|--|--|--|
| Outcome/ Indicator   | (B)<br>Description of<br>Levy Focus<br>Student<br>Population | (C)<br># of Levy<br>Focus<br>Students | (D)<br>Levy Focus<br>Students as % of<br>Total School (K-5) | (E)<br># Levy Focus<br>Students<br>Achieved<br>Outcome/<br>Indicator | (F)<br>% Levy Focus<br>Students<br>Achieved<br>Outcome/<br>Indicator | (G)<br># Levy Focus<br>Students<br>Meet Target | (H)<br>% of Levy<br>Focus<br>Students<br>Meet Target |
| % of 1 <sup>st</sup> – 2 <sup>nd</sup> grade<br>students meeting or<br>exceeding typical spring-<br>to-spring growth in math | African<br>American and<br>Latino<br>students                | 25                                    | 15%   | 12   | 48%  | 20   | 80%  |
|  |  | # of (B)<br>in 2012-<br>13 SY         | (C) / Total #<br>K-5 students<br>2012-13 SY                 | # of (C)<br>who<br>achieved<br>measure in<br>2012-13<br>SY           | (E)/(C)  | # Expect<br>to meet<br>target<br>2014-15<br>SY | (G)/(C)  |



# Attachment 9: Management & Oversight Plan

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## Key Areas to Cover:

- **Leadership, Planning, and Implementation**
  - Discuss process for securing staff and CBO buy-in (as applicable)
  - Specify implementation key roles and responsibilities
  - Describe systems for evaluating program effectiveness
- **Tracking to Results**
  - Describe a specific example of successfully executing a continuous improvement process
  - Discuss data sharing systems and protocols with school and CBO staff (as applicable)

# Attachment 10: Tier 1 or Tier 2 Annotated Budget

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## Tier 1 Schools

- Criteria: more than 100 students who qualify for free and reduced price lunch as of October 1, 2013
- Budget Range:  
\$210,000 - \$310,000

## Tier 2 Schools

- Criteria: fewer than 100 students who qualify for free and reduced price lunch as of October 1, 2013
- Budget Range:  
\$125,000 – 155,000

# Attachment 10: Tier I or Tier 2 Annotated Budget

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## Requirements:

- Description of personnel and non-personnel expenditures
- Include commitment item number for each expenditure
- Two budgets must be submitted: Low and high range
- Change: Do not worry about adding in SPS indirect costs into budget
- Budget your 25% performance pay
- **IMPORTANT**: High range budget should tie directly to Attachment 8: Work Plan Summaries
- See “Instructions” and “Sample” tabs in Excel Budget file

# Attachment 10: Annotated Budget

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- **Important Reminders:**

- All personal service contracts must meet Collective Bargaining Agreement requirements
- Must include cost of Family Support Worker or Family Support Specialist in Budget
  - ✦ Please contact Pat Sander ([psander@seattleschool.org](mailto:psander@seattleschool.org), 206-252-0705) if you have any questions.

# Non-School Providers

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## Community Partners

**IMPORTANT:** Individuals and organizations receiving cumulative Levy funding **exceeding \$5,000** per school year from Seattle Public Schools' elementary, middle, and high school levy funds **must be approved** through the **Levy Request for Qualification (RFQ) process**.

- RFQ approved agencies are currently listed on OFE's website:  
<http://www.seattle.gov/neighborhoods/education/ApprovedAgencies.htm>
- RFQ-Approved Providers and Principal Networking Meeting on October 24, 2013

# Instructions to Respondents

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## **Responses to each section must be in this format:**

- 8½” X 11” paper, size 12 font, 1-inch margins
- Typed or word-processed and singled or doubled spaced
- **Pages numbered**
- All attachments **must** be stapled together

**You will submit two files only:** 1) RFI in MS Word or Adobe PDF and 2) Attachment 10: Annotated Budget in Excel.

**Submit 6 paper copies** to OFE AND an **electronic copy** to [EducationOffice@seattle.gov](mailto:EducationOffice@seattle.gov) by **4:30 pm, November 21, 2013**.

**Naming conventions for the electronic files AND your email subject heading:**

○ *SchoolName\_ElementaryRFI*

Example: OlympicHills\_ElementaryRFI

# Evaluation Process

Pages 29 – 33 RFI

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- Part I: Technical Compliance Review
- Part II: Rating RFI Applications by panel of experts
  - Rating criteria and points for each section table included in RFIs
  - Applicable sections and total possible points vary by school
- School Interviews (as applicable)
- Decisions Issued

# Information Regarding Questions

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- Applicant questions after the RFI information session must be sent via e-mail. No phone calls.
- Please email: [Isabel.munoz-colon@seattle.gov](mailto:Isabel.munoz-colon@seattle.gov)
- Within 3 business days, we will post answers online to questions asked at this session and via email.
- We will continue to accept questions until Thursday, November 14, 2013.
- Access Questions & Answers online:  
<http://www.seattle.gov/neighborhoods/education/funding.htm>



# Recommended Next Steps

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## If you are interested in applying:

1. Email [Isabel.munoz-colon@seattle.gov](mailto:Isabel.munoz-colon@seattle.gov) to request your School Data Report.
2. Elementary Schools email Carmela Dellino ([carmeladellino@gmail.com](mailto:carmeladellino@gmail.com)) for support and/or to request feedback on your draft RFI.
3. Attend Networking Meeting and Data and Reporting TA Session(see RFI).
4. Review *Exhibit E: Characteristics of Strong RFI Applications* (page 39) for guidance.
5. Expect e-mail with link to FAQ and exemplars from previous rounds by Wednesday, October 16, 2012.

# Key Reminders

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- Follow the required response format
- Submit 6 paper copies and an electronic file
- Questions must be emailed to [Isabel.munoz-colon@seattle.gov](mailto:Isabel.munoz-colon@seattle.gov) by Thursday, November 14, 2013
- Proposals are due by 4:30 p.m., Thursday, November 21, 2013
- Ensure the person designated on the cover sheet can be reached at the phone number and e-mail address listed